OCFS Data Warehouse
News and Notes

Login Procedure

A new login procedure for the OCFS Data Warehouse went into effect in July. From now on, please double-click on the **Connections and Other Citrix Applications button** on your desktop to access the Data Warehouse.

Voluntary agencies that are having trouble using the method above can use the following URL to access a login screen for the Data Warehouse:

https://ocfscitrixwi.ocfs.state.ny.us

Contact your LAN Admin or the NYS Enterprise Help Desk (1-800-NYS-1323) with any Data Warehouse login problems.

Upgrade Your DW Reports

With the Data Warehouse software upgrade complete, users must upgrade the PowerPlay and Impromptu reports that they have saved to their T:\ Drives.

The User Tools folder on the Data Warehouse welcome screen contains step-by-step instructions on how to upgrade reports. It is *extremely important* that you save back-up copies of the reports before attempting to upgrade them.

If you need assistance, contact the OCFS Data Warehouse Team at:

data.warehouse@ocfs.state.ny.us

Format Change for CFSR PIP Reports

In an effort to streamline our pre-defined CFSR PIP six national indicator reports, we have changed their format. Now, you access reports for each of the individual indicators through the main **Six National Indicators** report by following these steps:

1. From the Data Warehouse welcome screen, double-click on the CFSR PIP folder.
2. Double click on the Pre-Defined User Reports folder.
3. Double-click on any individual year folder (i.e., 2004).
4. Double-click on the Six National Indicators report to open it.
5. Click OK at the warning message: "This report is locked by another user or is read only. A copy will be made."
6. If the Cognos Common Logon box appears, enter your UserID and Data Warehouse password.
7. When the report opens on your screen, look for the column of the national indicator you are interested in (i.e., Recurrence of Maltreatment column).
8. Double-click on any data value/rate within the column you are interested in to drill-thru to the individual report for that national indicator (i.e., Recurrence of Maltreatment report). You should now be viewing the same CFSR PIP report that you would have opened separately in the past.

Starting in 2003, all CFSR PIP reports switched to the Federal Fiscal Year report period (October 1st to September 30th). Because these reports are based on federal guidelines, the report period cannot be modified.

New Folders on the Welcome Screen

The **What's New in the Data Warehouse file** that was on the Data Warehouse welcome screen has been disabled due to a Microsoft patch. Instead, we are moving all of the information from that file into a folder of the same name ("What's New in the Data Warehouse") on the welcome screen. We apologize for the inconvenience.

The new **Regional User Group folder** on the Data Warehouse welcome screen contains information about user group meetings and the peer-to-peer report-sharing environment. If you have any questions or would like to join the user group in your region, contact Jennifer Gordon via Outlook. Thanks to everyone, who joined us on the last conference call!

Information About the Upcoming Build 18 Reports

The Data Warehouse Team is introducing a new software application – **Cognos ReportNet** – for use with the upcoming Build 18 Management and Operational Reports. ReportNet is a web-based application that should make accessing our pre-defined reports easier. For now, Cognos ReportNet is only for use with the Build 18 Case Management data and reports (i.e., FASPs, SPRs, visitations). Users should continue to access the current Data Warehouse for all other reporting needs using Cognos Impromptu and PowerPlay (i.e., CPS reports, children in foster care, foster care facilities). This means that the OCFS Data Warehouse will have two separate environments operating at the same time – the Build 18 Case Management environment and the current DW environment. The one you use will depend on which data/reports you want to access.

OCFS Data Warehouse

Cognos ReportNet

Build 18 Case Management Data and Reports

Cognos Impromptu & PowerPlay

All Other CCRS and Connections Data and Reports
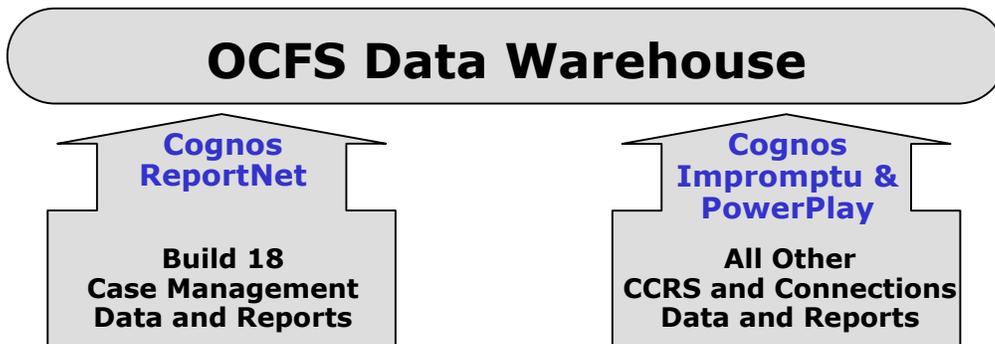
Ad Hoc Reporting

Ad hoc reporting – that is, creating customized reports for your agency – will be available with ReportNet, although we anticipate a slight delay between the release of each Build 18 report and the release of its corresponding ad hoc reporting package.

Requesting Access

If you already have a Data Warehouse password, we will automatically grant you ReportNet access – you don't need to do anything else. Simply wait until we release the first set of Build 18 Management and Operational Reports, and we will send you step-by-step instructions on how to access them via ReportNet. However, others at your agency, who never had a Data Warehouse password, will need to request access to the Build 18 Case Management environment and/or the current Data Warehouse environment (depending on which they want to use) by e-mailing the DW Team with their name and UserID:
   data.warehouse@ocfs.state.ny.us

The FASP Reports

The Data Warehouse Team is currently testing the FASP reports, which will be the first set of Build 18 Management and Operational Reports to be released. The FASP Status Summary Report will contain the number of open FASPs and their approval status during a month. The FASPs Due Report will provide both an overall view and a detailed view of FASPs that are overdue or coming due as of the current date. We will notify you by e-mail as soon as the reports are available.

Training

The Data Warehouse Team will provide complete step-by-step instructions – via online documentation and streaming video – to show you exactly how to use ReportNet to access the reports. Each time a report is released to the Build 18 Case Management environment, new step-by-step instructions and streaming video will be provided. And, as always, the Data Warehouse Team will be available to assist you.

Contact Us

Send questions and feedback to the DW Team at: **data.warehouse@ocfs.state.ny.us**